

June 25, 2013

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 12-64
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
 National Director
 Office of Job Corps

SUBJECT: Preventing Heat-related Illness Reminder – OSHA National Outreach Campaign 2013

1. Purpose. To remind Job Corps centers about the OSHA heat-related illness prevention campaign and to encourage centers to review procedures for preventing and treating heat-related illness.

2. Background. Sweating or perspiring is a normal function the body employs to keep itself cool in response to high temperatures or exertion. High humidity interferes with the perspiration process causing the body to retain more heat. Strenuous exercise or exertion, combined with high heat and humidity, increases the potential for heat-related illness to occur. The onset of heat-related illness can occur when the heat index reaches 90° F. Heat index is a single value that considers air temperature and relative humidity to determine what the temperature feels like.

In 2011, the Occupational Safety and Health Administration (OSHA) launched a nationwide outreach campaign to educate Job Corps center students and staff about the hazards of working in hot weather. The campaign slogan: “Water. Rest. Shade.” encourages frequent hydration and rest in the shade. Students and staff are encouraged to report symptoms of heat illness early, and to know how to respond in an emergency. OSHA has also developed tools that use heat index to determine risk or potential for Job Corps students and staff to experience heat-related illness, how to protect students and staff against heat-related illness, and how to respond to an emergency.

3. Action. In accordance with Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.20 R2, Job Corps centers are reminded to review their Emergency Action Plans (EAP) to ensure that procedures are in place to provide immediate medical assistance to

students or staff who may be affected by over-exposure to extreme temperatures. Center plans to address heat-related hazards should include:

- Information about preventing heat-related illness
- Signs and symptoms of heat-related illness
- First aid and emergency-response procedures
- Acclimatization procedures; and
- Administrative procedures to limit outdoor exposure to extreme temperatures

Centers are encouraged to review the following resources:

- Job Corps Information Notice No. 09-92, “Heat-related Illness” issued May 24, 2010
- Job Corps Information Notice No. 10-84, “Preventing Heat-related Illnesses 2011,” issued May 23, 2011
- Job Corps Information Notice No. 11-82, “Preventing Heat-related Illness-Occupational Safety and Health Administration (OSHA) National Outreach Campaign, 2012”
- Occupational Safety and Health Administration, Preventing Heat Illness in Outdoor Workers Campaign, <http://www.osha.gov/SLTC/heatillness/index.html>
- Occupational Safety and Health Administration, “Using the Heat Index: A Guide for Employers,” http://www.osha.gov/SLTC/heatillness/heat_index/pdfs/using_heat_protect_workers.pdf
- Centers for Disease Control and Prevention, “Extreme Heat: A Prevention Guide to Promote Your Personal Health and Safety,” http://www.bt.cdc.gov/disasters/extremeheat/heat_guide.asp

4. Expiration Date. Until superseded.

5. Inquiries. Direct all inquiries to Alejandro “Alex” Perez at perez.alejandro@dol.gov or (202) 693-2825, or Curtis Massey at massey.curtis@dol.gov or (202) 693-3096.